



U.S. Senate
Office of the Secretary

HUMAN RESOURCES

Vacancy Announcement

POSITION:	REALTIME CAPTIONER
DEPARTMENT:	OFFICE OF CAPTIONING SERVICES
SUMMARY:	See Attached Position Classification
SALARY RANGE:	\$83,066 - \$128,753
CONTACT:	Human Resources Room SH-231B Hart Building Fax: 202-228-3603
OFFICE HOURS	Legislative staff hours are dictated by Senate floor activity; may require long, irregular hours.
FEDERAL RELAY SERVICE	Speech/Hearing impaired persons may contact the Federal Relay Service at 1(800) 877-8339 TTY
POSTING DATE:	June 25, 2009
DEADLINE FOR APPLICATIONS:	July 10, 2009 Applications will NOT be accepted after 6:00 p.m. Fax or hand deliver applications. Do NOT mail. No phone calls please. * New * E-mail your submission to resumes@sec.senate.gov. Put the title of the position you are applying for in the Subject of your e-mail. If you do not reference the position you are applying for in the subject of your e-mail, your information may not be forwarded for further consideration. All applicants should submit a Secretary of the Senate Application for Employment with a cover letter and current resume to the Human Resources Department at the above address. Qualified candidates will be contacted if selected for an interview.



REALTIME CAPTIONER

Department: Office of Captioning Services
Reports to: Director, Captioning Services

NATURE OF WORK

This is specialized, professional work captioning the realtime floor proceedings of the U.S. Senate for worldwide distribution. Work includes taking verbatim record of daily Senate oral proceedings and updating specialized dictionary's to ensure proper translation of captioned information. Work is bound by Senate Rules and office policy and procedure. Work is performed under the general direction of the Director, Office of Captioning Services.

ESSENTIAL FUNCTIONS

Captions the verbatim realtime floor proceedings of the Senate as a public service to the hearing impaired; monitors floor proceedings from specialized control room to write what is heard on a computerized stenotype machine; writes spoken words with speaker identification; adds appropriate punctuation to aid in the clarification of statements and help viewers follow the realtime verbal communications of the proceedings; and captions and transmits information instantaneously with no review of captioned information or ability to correct or clarify information once it has been released to the public.

Researches and prepares specialized, individual phonetic dictionary used for electronically translating captioned information into English words; reviews previously captioned material for accuracy; and researches correct spelling of names, places and events for accurate dictionary update.

Ensures conflict-free captioning by continuously evaluating and updating personal dictionary; and ensures written words are correctly captioned and electronically translated.

Works closely with Senate broadcast and support staff; and assists with troubleshooting and resolving equipment malfunctions.

Responds to requests from Senate offices for copies of captioned information; and assists staff with accessing captioned material via the Secretary's website.

Develops and retains brief forms and realtime captioning techniques; and captions off-line/post-production videotapes, Senate meetings, or other official activities.

The statements contained herein reflect general details necessary to describe the principal functions of this class, knowledge and skill typically required and the physical demands and working conditions, but should not be considered an all-inclusive listing of work requirements.



PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in an office environment and involves everyday risks or discomforts which requires normal safety precautions when operating equipment and performing the work. Work is sedentary and requires extensive use of keyboard and closely monitoring the television, with occasional walking, standing, bending, carrying items under 25 pounds such as books, papers, small parcels, etc. This position is tied to the Senate Floor Schedule and requires working extended and unscheduled hours as dictated by the Senate.

MINIMUM QUALIFICATIONS

Work requires a Bachelor's Degree in English, graduation from a court-reporter training program and specialized closed captioning training with five to eight years of professional field experience; or an equivalent combination of education and experience that provide the following knowledge, skills and abilities:

Knowledge of the Senate organization and congressional documents/terminology.

Knowledge of American history and current events.

Knowledge of English grammar, punctuation, sentence structure, spelling and vocabulary.

Ability to react quickly when there is no dictionary entry by forming and finger-spelling words.

Knowledge of computerized transcription systems and broadcast equipment.

Skill in the use of captioning equipment.

Ability to use computer and relevant computer software packages.

Ability to consistently write verbatim captions with a minimum 98.5% accuracy rate.

Ability to quickly adapt writing to new and unfamiliar subject matter.

Ability to make split -second decisions in a stressful and demanding work environment.

Ability to quickly and accurately identify Senators by sight and voice.

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**UNITED STATES SENATE
OFFICE OF THE SECRETARY**



Code:

Ability to listen, comprehend and write for continuity, sense and detail.

Ability to quickly retain and recall information while captioning in realtime.

Ability to work extended and unscheduled hours as dictated by the Senate schedule.

Ability to communicate effectively, both orally and in writing.

LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

Registered Professional Reporter.

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PB: 12

FLSA: Non Exempt Belo

06/25/2009